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Action	Item	13
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PUBLIC SERVICE COMMISSION OF SOUTH CAROLINA COMMISSION DIRECTIVE

ADMINISTRATIVE MATTER MOTOR CARRIER MATTER		DATE DOCKET NO.	October 30, 2019 2019-329-A
UTILITIES MATTER	✓	ORDER NO.	2019-748
THIS DIRECTIVE SHALL SE	RVE AS THE CO	MMISSION'S	ORDER ON THIS ISSUE.

SUBJECT:

<u>DOCKET NO. 2019-329-A</u> - <u>Procedures to Address E-Mails from External Stakeholders and the Means by Which to Address These Emails</u> - Staff Presents for Commission Consideration Procedures to Address E-Mails from External Stakeholders and the Means by Which to Address These E-Mails.

COMMISSION ACTION:

The Commission's Chief Clerk has advised the Commission that some parties having business before the Commission have sent intended filings to individual Commission staff members for filing. This practice has the potential to create confusion and delay. In order to ensure that intended filings are properly and timely filed and posted to the Docket Management System, all persons having business before the Commission are instructed not to send their filings to individual staff members for filing. Filings must be made by (1) e-filing; (2) faxing; (3) emailing to contact@psc.sc.qov; (4) hand delivery to the Commission's offices; or (5) U.S. Mail or private delivery service, e.g., FedEx or UPS. Parties are also reminded of the necessity to serve all other parties with copies of any submission filed with the Commission. If staff members receive intended filings, they are instructed to forward a copy of this directive to the sender.

PRESIDING	: <u>Randall</u>				SESSION: <u>Regular</u> TIME: 2:00 p.m.
	MOTION	YES	NO	OTHER	
BELSER		✓			
ERVIN		✓			
HAMILTON		✓			
HOWARD	✓	✓			
RANDALL		✓			
WHITFIELD		✓			
WILLIAMS				<u>Absent</u>	Military Leave
(SEAL))				RECORDED BY: J. Schmieding

